

## MEMORANDUM

**TO:** Regional Directors

**FROM:** John M. Daniel, Jr., P.E., DEE  
Director, Division of Air Program Coordination

**SUBJECT:** Memo Number 99-1006. Promulgation of State Operating Permits Manual

**DATE:** October 21, 1999

**Copies:** David K. Paylor  
Director of Program Coordination

Regional Permit Managers

Air Permit Managers

The AState Operating Permits Manual<sup>≡</sup> is hereby authorized for use by DEQ staff writing state operating permits pursuant to the Regulations for the Control and Abatement of Air Pollution, 9 VAC 5 Chapter 80, Article 5 (9 VAC 5-80-800 et seq.). As you know, this rule took effect on April 1, 1998. The Manual can be found electronically in K:\Agency files at K:\AGENCY\DTE\SOPMAN99\SEPFINAL.WPD. One paper copy is being mailed to each regional office.

This Manual is to be used as guidance in writing state operating permits in Virginia. Deviations from its recommended procedures may be allowed by regional offices, but should be documented, and the documentation filed, with the affected permit paperwork. The

documentation of deviations should be shared via e-mail with the Office of Air Permit Programs, so that the Manual may be revised on occasion to reflect current permitting practices.

The sample letters found in the Appendices are intended as aids to permitting staff in effective writing of notices, notifications, and letters. These samples may be altered for use at an individual regional office with the approval of the regional director or his designee. Some of these samples were taken from existing boilerplate letters found in the K:\AGENCY\DTE\PERMAST directory.

As you know, a July 21 draft of this Manual was submitted for regional air permitting staff review. The Office of Air Permit Programs and the committee writing the Manual (names below) are grateful for the many helpful comments received. The comments were incorporated as appropriate, and a AComments and Responses Document≡ document explains how this worked. That document may be found at K:\AGENCY\DTE\SOPMAN99\CMTRSP.DOC.

If you have questions on this State Operating Permits Manual, please contact me or any of the following members of the manual committee:

Charlie Ellis, DAPC-OAPP  
Terry Darton, FSO  
Frank Bowman, LSO  
Jim LaFratta, FSO  
Dahlgren Vaughan, FSO

Suggestions for future revisions may be given to Charlie Ellis, OAPP.

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